



COMDTINST 4200.36
13 FEB 1990

COMMANDANT INSTRUCTION 4200.36

Subj: Annual Procurement Plans

1. PURPOSE. This instruction establishes procedures for implementing the requirements of DOT Order 4200.16A, Advance Acquisition Planning and Annual Procurement Plans.
2. DISCUSSION.
 - a. This instruction applies to all proposed acquisitions estimated to be greater than \$25,000 except:
 - (1) agreements between Department of Transportation (DOT) elements in which all work is performed by DOT personnel;
 - (2) emergency acquisitions (i.e., when the need for the supplies or services is of such an unusual and compelling urgency that the Government would be seriously injured if the goods or services were not immediately acquired); and
 - (3) Actions executed using the small purchase procedures of Federal Acquisition Regulation (FAR), Part 13.
 - b. Each contracting activity is required to prepare an Annual Procurement Plan (APP), approved in accordance with 2.e. below, for each proposed acquisition for the next fiscal year, using form DOT F 4220.12 shown as Enclosure (1). A copy of approved APPs for actions where the total estimate for the procurement, including options, equals or exceeds \$200,000 (\$25,000 for advisory and assistance services) shall be submitted to Commandant (G-CPM-S/3) annually by 15 April, for the next fiscal year. A copy of plans for new actions not included in the 15 April submission, approved in accordance with 2.e. below, shall be submitted to Commandant (G-CPM-S/3) within five (5) working days of approval.

2.
 - c. Each activity generating a requirement that will result in an acquisition, as defined in 2.a. above, shall provide the cognizant contracting activity with the information required in the blocks of the APP form marked with an asterisk. This information shall be provided on the schedule determined by the cognizant contracting office.
 - d. APPs shall be reviewed quarterly, and updates shall be prepared and approved as necessary. Updates shall be prepared on the APP form. Each update shall include the changed status of previously reported actions with an explanation of significant changes (i.e., set-asides, competition, total estimated price, schedule slippage, and cancelled actions). A copy of each approved, updated plan, meeting the threshold in 2.b. above, shall be submitted to Commandant (G-CPM-S/3) within five (5) working days of approval.
 - e. Original and updated APPs shall be approved by the Head of the Contracting Activity (HCA), the commanding officer of Headquarters units, or the Superintendent of the Academy.
 - f. No action covered by this instruction shall be publicized or solicited prior to the approval of the APP and the submission of the APP to Commandant (G-CPM-S/3), when required.
 - g. The APP form (DOT F 4220.12) and the instructions (Enclosure (2)) for completing it are shown in this instruction.
3. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers and Commander, Coast Guard Activities Europe shall ensure that all requiring and contracting personnel comply with this instruction.
4. REPORT REQUIRED. The Annual Procurement Plan (APP) report, RCN-4200-3, shall be submitted as stated in paragraph 2, above. This form can be obtained from Commandant (G-CPM).

A. BRUCE BERAN
Chief of Staff

- Encl: (1) DOT Form 4220.12
(2) Instructions for Completing APP Form

INSTRUCTIONS FOR COMPLETING APP FORM

ADMINISTRATION/DEPARTMENTAL ELEMENT. Indicate the contracting activity submitting the APP (e.g., MLC-PAC, AR&SC, Academy).

SEQUENCE #. List actions numerically for each contracting office within the reporting component.

ACTION DESCRIPTION. In a short paragraph, describe the action to be accomplished. (To be provided by the activity generating the requirement.)

COLUMN 1. Use the CIS code for each reporting contracting office (e.g., SMD Cleveland is Proc. Office 82).

COLUMN 2. State the estimated value of the action. If options are involved, show the estimates for the base period here and the estimate for each option period in the space provided for remarks. (To be provided by the activity generating the requirement.)

COLUMN 3. Indicate the name of the cognizant contracting officer.

COLUMN 4. Indicate the phone number (state if FTS) of the cognizant contracting officer.

COLUMN 5. Use one of the following to indicate the procurement method anticipated: SB = Sealed bidding, N = Negotiation, O = Other (state what).

COLUMN 6. Use one of the following to indicate the extent of competition anticipated: C = Competitive, NC = Non-competitive, C8a = Competitive 8(a), 8(a), O = Other (state what).

COLUMN 7. Use numerals to indicate the FY and quarter that the purchase request will be provided to the contracting office (e.g., 91/1). (To be provided by the activity generating the requirement.)

COLUMN 8. Use numerals to indicate the FY and quarter that the solicitation will be issued.

COLUMN 9. Use numerals to indicate the FY and quarter that award will be made.

COLUMN 10. Use one of the following to indicate the type of set-aside: 8(a), SB = Small Business, LS = Labor surplus, SB/LS = Small Business/Labor Surplus, SBC = Small Business Competitive Demonstration Program, X = none.

Encl. (2) to COMDTINST 4200.36
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COLUMN 11. Indicate Yes (Y) or No (N) if the acquisition is for advisory and assistance services.
(See OMB Circular A-120.)

REMARKS. Include other pertinent information regarding the procurement here.

NOTE: Information required by "Action Description", "Column 2", and "Column 7", shall be provided by the activity generating the requirement (e.g., Office, District, Air Station, Project Manager).